



Job Title: Accounting Clerk (Licensing/Permits)

Department: Administration

Immediate Supervisor: Accounting Supervisor

FLSA Status: Non-Exempt

BRIEF DESCRIPTION OF THE JOB:

Performs varied paraprofessional accounting functions including business licensing, alarm licensing and false alarm billing; permitting for peddlers, temporary vendors, alcohol and fire safety.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Processes all business, alarm, and alcohol license applications. Coordinates the approval process with other Town departments. Handles all inquiries regarding business and alarm licensing, fire safety inspections and alcohol permits. Performs all follow-up functions for business licenses, alarm and alcohol permits, including sending out correspondence, phone contact, posting of the Notice of Intent for Alcohol.
2	S	Utilizes and maintains the MUNIS database and other software applications, billings and payments. Researches and reconciles all daily MUNIS cash batches. Researches and resolves issues involving tax/ license/permit applications, billings and payments. Processes billings for all excess false alarms and coordinates with MCSO to insure billings are accurate and timely.
3	S	Processes annual fire safety permits for businesses with commercial locations within Town and coordinates with the Fire Department to insure billings are accurate and timely.
4	S	Handles the issuance of Temporary Vendor Permits and coordinates with other departments sponsoring or promoting events which may require licensing.
5	L	Prepares business license and other reports as directed. Maintains records, files and manages archiving and records destruction schedules for file systems managed.
6	S	Assists with Front Desk back-up as needed, and performs other accounting functions as assigned.

* See page 3 – Overall Physical Strength Demands

JOB REQUIREMENTS:

JOB REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with six months/one year of advanced study or training past the high school equivalency. Junior college, vocational, business, technical or correspondence schools are likely sources.
Experience	A minimum of two year accounting experience. Must have extensive knowledge of Excel and Access. Knowledge of Crystal Reports and MUNIS preferred.
Certifications and Other Requirements	Valid drivers license for a minimum of two years with a good driving record.
**	Equivalent combinations of experience and training that meet the minimum qualifications may be substituted.
Reading	Work requires the ability to read invoices, license applications, purchase orders, reports, and general correspondence. Attention to detail is a requirement of this position.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication, and division, as well as business math.
Writing	Work requires the ability to write memos, emails, and documenting procedures.
Managerial	Planning responsibilities include the timing of license reports and other deadlines.
Budget Responsibility	Job has no responsibility for budget allocations.
Supervisory / Organizational Control	None
Complexity	Work requires analysis and judgment in accomplishing diversified duties. Work requires the exercise of independent thinking within the limits of policies, standards, and precedents.
Interpersonal / Human Relations Skills	The incumbent in this position contacts others within the organization. These contacts may be involved in decision making or providing approval or decision making authority for purchases or products. Customers may also be called for information on licensing.

OVERALL PHYSICAL STRENGTH DEMANDS:

<input checked="" type="checkbox"/> Sedentary	<input type="checkbox"/> Light	<input type="checkbox"/> Medium	<input type="checkbox"/> Heavy	<input type="checkbox"/> Very Heavy
S=sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L=Light Exerting up to 20 lbs. occasionally, 10lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M=Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	H=Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH=Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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This is a description of the way this job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	O	Filing, making copies, and faxing
Sitting	C	Deskwork
Walking	O	To and from office equipment, mailroom, and other departments
Lifting	R	Files, boxes, and books
Carrying	O	Files, office supplies, books, and boxes
Pushing/Pulling	R	File boxes
Reaching	F	For supplies, files, mail slots, telephone
Handling	C	Paperwork
Fine Dexterity	F	Computer keyboard, calculator, telephone keypad, writing
Kneeling	O	Filing in lower drawers
Crouching	O	Filing in lower drawers
Crawling	N	N/A
Bending	O	Filing in lower drawers
Twisting	F	From computer to other desk areas
Climbing	R	Ladder to reach files, stairs
Balancing	R	While on ladder reaching for files
Vision	C	Reading, computer monitor
Hearing	C	Communicating with the public and personnel both in person and on the phone
Talking	F	Communicating with the public and personnel both in person and on the phone
Foot Controls	N	N/A

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Calculator, copier, fax machine, telephone, typewriter, printer, general office supplies, computer and related software such as MIP, Tyler, Access, Outlook and Excel

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Extreme Temperatures	N
Chemical Hazards	N	Noise and Vibration	N
Electrical Hazards	N	Wetness/Humidity	N
Fire Hazards	N	Respiratory Hazards	N
Explosives	N	Physical Hazards	N
Communicable Diseases	N		
Physical Danger or Abuse	N		
Other (see 1 Below)			

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	
Shop	
Vehicle	
Outdoors	
Recreation Center	
Other (see 2 Below)	

- (1)
(2)

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	R
Frequent Change of Tasks	O
Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	O
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	R
Other (see 3 below)	

- (3)